

Capital Projects Manager



Job Code: 3046
Grade: 132
Reports to: Capital Projects/Facilities Director
Salary Range: \$59,583 - \$92,531
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs professional and administrative work involved with the planning, coordinating, design, construction, inspection, and maintenance of a variety of City projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is primarily concerned with contract administration for renovating and expanding City-owned buildings and performing site inspections to ensure contractor compliance with contracts, plans, and agreed upon specifications. Work is performed under general direction.

ESSENTIAL FUNCTIONS

Planning, managing, and coordinating Capital Improvement activities to ensure projects are accomplished within prescribed time frame and funding parameters; preparing and maintaining appropriate records and files.

EXAMPLES OF WORK

- Coordinates the work of contractors and other interested parties for City renovation and new construction projects; monitors the progress of work performed by contractors.
- Conducts periodic site inspections to ensure contractual compliance with established contract specifications, construction plans and applicable regulatory standards.
- Assists with the analysis, defining of the project scope, writing of specifications and budgeting of assigned capital projects.
- Sets-up and holds meetings with consultants; assists with negotiating terms and conditions of contracts.
- Reviews plans, specifications and construction cost estimates prepared by outside consultants, including review with various city departments as appropriate.
- Participates in the bidding process which includes advertising for bid, evaluation, recommendations of award and issuing notice of award to consultants and contractors.
- Monitors and approves construction activities such as change orders and pay estimates within scope of authority.
- Develops schedule of construction project as a whole and in relation to specific job tasks; ensures contractor compliance to established schedules accordingly.
- Manages consultant contracts to ensure adherence to scope and resolution of design conflicts.
- Assists with and participates in interviews and thorough review of firm qualifications information for the ranking of proposals.
- Reviews and prepares records and reports on operations and project activities.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the latest civil engineering methodology and surveying techniques; knowledge of local ordinances and permitting requirements; skilled in the use of Computer Aided Design and Drafting (CADD) and other software programs such as Word, Excel, Microsoft Project, Power Point; ability to use the Internet to communicate with consultants and contractors; ability to deliver quality projects on time and within budgets; ability to operate personal computers; ability to simultaneously handle multiple projects and to organize and prioritize multiple tasks; ability to communicate effectively both orally and in writing; ability to present projects in a public forum; ability to develop and manage project scheduling and budgets from inception to completion;

ability to perform construction inspections; ability to effectively conduct negotiations with current and perspective consultants; ability to work in confined areas, around excessive noise and at heights.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with an Associate's Degree with course work emphasis in Architecture, Business Administration, or Construction Management or related field; five (5) to seven (7) years of experience in the field of capital projects management; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, stooping, reaching, bending, standing, walking, pushing, pulling, lifting and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise, and hazards.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- Professional Engineer License or Class A General Contractor's License is preferred.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.